



eDIRECT USER GUIDE

Wisconsin

Part 2 – Students and Testing

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Revision Date: March 9, 2016

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Introduction



■ What's Covered in This Guide

This user guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary users of eDIRECT are District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs). The primary audience for this guide is both eDIRECT end users and eDIRECT administrators.

This guide is divided into various sections:

- The *Test Setup Menu* section covers two options from the Test Setup menu: the Students option and the Test Sessions option.
 - The Students option describes how to add students to eDIRECT, and how to edit and manage student information, including accommodations, demographics, and testing codes.
 - The Test Sessions option covers how to create, edit, and manage test sessions, as well as how to print test tickets and rosters.
- The *Materials Menu* section describes the process of ordering Braille testing materials.

Note: Other eDIRECT information is available in the following user guides:

User Guide	Description
<i>eDIRECT User Guide Wisconsin, Part 1 - Manage Users</i>	Describes logging into eDIRECT for the first time, as well as adding and managing other eDIRECT users
<i>eDIRECT User Guide Wisconsin, Part 3 - Reports*</i>	Describes accessing and viewing student reports

*Available May 9, 2016

■ The eDIRECT Permissions Matrix

For online testing, eDIRECT users will have a role—District or School. Each user will be assigned a set of functions, called permissions, to allow the user to handle the testing responsibilities.

The table on the following pages lists the location in eDIRECT the permission applies to, the current eDIRECT permissions, a description of the function(s) the permission allows, and the roles that are recommended to be assigned the permission.

! **Important:** DACs MAY NOT assign DAC permissions to any other user. There should be only one DAC user per district.

eDIRECT Permissions Matrix

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School		
				DAC ¹	DTC ²	SAC ³	STC ⁴	TA ⁵
General Information	Documents or Training Materials	Documents - View	View documents to which they have access	X	X	X	X	X
Manage Users	User Administration	Administrator	Add/edit user accounts and profiles	X				
		Administrator - Set Password	Specify a password for a user	X				
Materials	Additional Materials	Materials - Additional - Primary Window	Access additional materials during the primary window	X				
		Materials - Additional - View/ Edit	Enter, view, and modify Additional Materials orders via the Client Entry screen	X				
Reports	Manage Reports	Reports - Manage - Delete	Delete a set of published reports	X		X		
		Reports - Manage - Publish	Publish reports so users with "Reports - View" permission can see them, or unpublish reports so users can no longer see them	X		X		
	View Reports	Reports - View - Delete	Delete an individual published report	X		X		
	View Reports or Test Results	Reports - View District Files	View district reports	X				
		Reports - View School Files	View school reports	X		X		
		View Reports - Download - District/ School	Download all reports for a district or school for an administration	X		X		
	Status Reports	Status Reports - District Reports	Access district-level Status Reports as noted in the Online Testing Reports Configuration document for the specific state	X				
	Student Lookup	Student Lookup	Look up student data	X		X		X

¹District Assessment Coordinator

²District Technology Coordinator

³School Assessment Coordinator

⁴School Technology Coordinator

⁵Test Administrator

eDIRECT Permissions Matrix (cont.)

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School			
				DAC ¹	DTC ²	SAC ³	STC ⁴	TA ⁵	
Test Setup	No left navigation for this permission. This is a time-driven permission.	Test Setup - Primary Window	Access Test Setup during the primary window	X		X		X	
	Test Setup>General Information >Downloads Tab or Test Setup>Technology Downloads	Online Testing - Secured Resources	View secured online testing downloads	X	X	X	X		
	Device Toolkit	Test Setup - Device Toolkit	Configure a computer or other approved device to use for testing	X	X	X	X		
	Students	Students - Search/View	Students - Search/View	Search/view student data and download search results	X		X		X
		Students - Add/Edit	Students - Add/Edit	Add/edit students and student data for testing online	X		X		
		Students - Download Students	Students - Download Students	Download a list of student information for all students in a school	X		X		
		Students - Upload	Students - Upload	Upload a list of students and student data for testing online	X		X		

¹District Assessment Coordinator

²District Technology Coordinator

³School Assessment Coordinator

⁴School Technology Coordinator

⁵Test Administrator

eDIRECT Permissions Matrix (cont.)

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School		
				DAC ¹	DTC ²	SAC ³	STC ⁴	TA ⁵
Test Setup	Test Sessions	Test Session - Search/View	Search/view test sessions and download search results	X		X		X
		Test Session - Add/Edit	Add, edit, and delete test sessions	X		X		
		Test Session - Delete pre-Created	Delete test sessions pre-created by the State team	X		X		
		Test Session - Status Summary	View testing status summary information	X		X		X
		Test Session - Upload	Upload a list of test sessions to add or edit test sessions	X		X		
		Test Tickets - View/Print	Print student test login tickets and view individual ticket statuses	X		X		X
		Test Tickets - Unlock	Unlock a student test log-in ticket after a student's test status is "Completed" or the student test log-in ticket is "Locked"	X				
		Test Tickets - Regenerate Test Ticket	Synchronize a student's test with their current accommodations	X				
		Test Tickets - View Questions Attempted	See the hover text— <i>x of y Questions Attempted</i> —in the Status column	X		X		X
	Student Status	Test Setup - View Student Status	View test status by student	X		X		X

¹District Assessment Coordinator
²District Technology Coordinator
³School Assessment Coordinator
⁴School Technology Coordinator
⁵Test Administrator

Test Setup Menu



The Students Option

From the Students option of the Test Setup menu, eDIRECT users can search for students, view the test sessions in which a student is currently enrolled, and view the status of the session.

Select **Students** from the Test Setup menu to display the Manage Students page.

To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

To filter the display based on whether students have been assigned to a test session, use the Session Assignment drop-down menu. You can select one of the following values:

<u>Value</u>	<u>Description</u>
Online	Displays the students that have been assigned to a test session (the default value).
None	Displays the students that have not been assigned to a test session.
Blank	Leaving the field blank displays all students, both assigned and unassigned.

Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Modify a student's detail information (see below).
- Mark a student's accommodations (see "Student Accommodations" on page 12 and "Editing a Student's Accommodations" on page 13).
- Modify a student's demographic information (see "Editing a Student's Demographics" on page 14).
- Mark a student's testing codes (see "Editing a Student's Testing Codes" on page 15).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 16).
- View the student's test session status information (see "Viewing and Exporting Test Session Status Details" on page 30).

To view or edit a student's detail information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Student Detail** tab.

Note: The information in the District and School fields cannot be edited.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.

Student Accommodations

For students who are approved to use accommodations during online testing, please indicate which accommodations they will use, by content area.

To reference the accommodations that are available, do one of the following:

- See the *Accessibility Guide Wisconsin Forward Exam* located at <https://dpi.wi.gov/assessment/forward/accommodations>.
- Log in to the Wisconsin eDIRECT site at <https://wi.drcedirect.com>. Select **General Information–Documents, Wisconsin Forward Exam Spring 2016** for Administration, **Test Administration Manuals and Guides** for Document Type, and click **Show Documents**.

Editing a Student's Accommodations

In eDIRECT, administrators must indicate whether a student will use an accommodation. The student test tickets will indicate whether the accommodation is enabled.

Use the Accommodations checkboxes to indicate which accommodations the students will require.

Edit Student

Instructions

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student * Ima * x * 1234567890 *

Student Detail Accommodations Demographics Testing Codes Test Sessions

Type	Accommodation	ELA	Mathematics	Science	Social Studies
Online	Color Choices [CC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Contrasting Color [CTC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Reverse Contrast [RC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Text-to-Speech [TTS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Bilingual Dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Magnification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Noise Buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

To view or edit a student's accommodation information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Accommodations** tab.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.
6. After saving your changes, review the Update Report for changes to online accommodations. The report may indicate that test tickets need to be reprinted.

Editing a Student's Demographics

The screenshot shows the 'Edit Student' window with the 'Demographics' tab selected. The window has a blue header bar with the title 'Edit Student'. Below the header is an 'Instructions' section with a red asterisk indicating required fields. The form contains several input fields: 'Last Name' (Student), 'First Name' (Ima), 'Middle Initial' (empty), and 'State Student ID' (1234567890). Below these are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Demographics' tab is active, showing a list of dropdown menus for 'Disability Status', 'English Proficiency', 'Migrant Status', 'Enrolled in School FAY', 'Enrolled in District FAY', and 'EL Student New to Country'. At the bottom left of the window are 'Save' and 'Cancel' buttons. A line from the 'Save' button points to the first step of the instructions below.

To view or edit a student's demographic information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Demographics** tab.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.

Editing a Student's Testing Codes

The screenshot shows the 'Edit Student' window with the following elements:

- Instructions:** A red asterisk indicates required fields.
- Form Fields:** Last Name (Student), First Name (Ima), Middle Initial (empty), and State Student ID (1234567890). All required fields have a red asterisk.
- Tabs:** Student Detail, Accommodations, Demographics, Testing Codes, and Test Sessions.
- Reason Not Tested:** A large empty text area below the tabs.
- Buttons:** Save and Cancel buttons at the bottom left.

To view or edit a student's test code information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Testing Codes** tab.
Note: A student must be placed into a test session before marking any code for the content area.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.

Viewing a Student's Test Session Information

Edit Student

+ Instructions

* Indicates required fields

Last Name
First Name
Middle Initial
GTID

StudentOne *
 EPMSample *

1122332211 *

Student Detail
Accommodations
Demographics
Testing Codes
Test Sessions

Session Detail

District ▲	School ▲	Session Name ▲	Assessment ▲	Status ▲	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleMathema	Gr 5 Mathematics - Module 1	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleMathema	Gr 5 Mathematics - Module 2	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleReading	Gr 5 Reading - Module 1	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleReading	Gr 5 Reading - Module 2	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleScience	Gr 5 Science - Module 1	Not Started			
SAMPLE	SAMPLE		Gr 5 Science				

Save
Cancel

To view a student's Test Sessions, do the following:

- 1.** Click the **Student** link from the Test Setup menu and select your search criteria.
- 2.** Click **Find Students**.
- 3.** From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view. The Testing Status window displays.
- 4.** From the Testing Status window you can print one or more student test tickets in the test session.

Adding a Student to eDIRECT

There are two ways to add students to eDIRECT. The method you use depends on whether you have already set up a test session for the student. Use the Add Student window to add a student if you *do not* have a test session set up for the student. If you have a test session set up, see the topic “Adding Students to a Test Session” on page 26.

Note: DPI will upload students to eDIRECT for all public (non-Choice) schools. Student data will be current as of February 12, 2016.

To add a student to eDIRECT, do the following:

1. Select a district and school from the Manage Students page and click the **Add Student** button at the bottom of the page to display the Add Student window.

2. Enter or select the necessary information in the Student Detail tab to add the student.

Add Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *
 Student Ima 123456789

Student Detail | Accommodations | Demographics | Testing Codes

Administration * District * School *
 Wisconsin Forward Exam Spring DRC USE ONLY - SAMPLE DIST DRC USE ONLY - eDIRECT SAM

Date of Birth * Grade * Gender * Race/Ethnicity * Local Student ID
 1/1/2001 10 Female Pacific Islander/ Hawaiian Native

District Of Accountability * School Of Accountability *

Save Save & Add Another Cancel

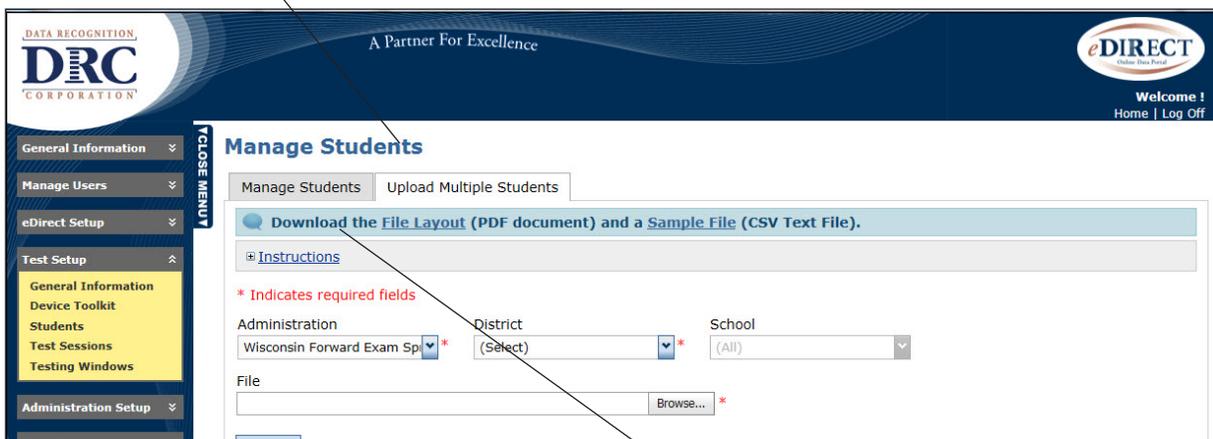
3. When you are finished, click **Save** to save your information and end the process, **Save & Add Another** to save your information and continue the process to add another student, or **Cancel** to cancel the process without saving your information.

Uploading Multiple Students to eDIRECT

To upload multiple student records at once, you can upload a file containing student information to **eDIRECT–Test Setup**. The file must be in the comma-separated value (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, the students will automatically be added to test sessions at their designated school and grade level.

To create and upload a student file, do the following:

1. Select **Students** from the Test Setup menu to display the Manage Students page and select the **Upload Multiple Students** tab.



2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to save or display the WISstudentLayoutFile.pdf file.

This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.

Wisconsin Upload Multiple Student File Layout

General

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- Fields cannot contain commas.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
 - Save file updates/changes within Excel.
 - Open file in Excel, if file not already open.
 - On the Windows menu bar, click File, then Save As...
 - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
 - Click on the down arrow to the right of this line to open a drop down menu.
 - Scroll down the menu until CSV (Comma delimited) is visible.
 - Click on CSV (Comma delimited) [*.csv] to select for the Save as type.
 - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	District Number	10	<ul style="list-style-type: none"> Alpha/Numeric C=0, T=leading zero(s) required 	Required (not blank) Public format: 0300000000 (for public school districts) 4000000000 (for non-district charters) Private Choice format: 13SSSS0000 (for individual choice schools) OR 13T##0000 (for choice school systems) DDDD = 4-digit DPI assigned district code SSSS = 4-digit DPI assigned school code T### = 4-character DPI assigned choice school system code Must be 10 characters exactly Must exist in EPIC for the district specified Direct questions about public district codes to Phil Cranley: phil.cranley@drc.wis.gov Direct questions about choice school and choice school system codes to Duane Form: duane.form@drc.wis.gov
2	School Number	10	<ul style="list-style-type: none"> Alpha/Numeric C=0, T=leading zero(s) required 	Required (not blank) Public format: 040000SSSS (for public school districts) 400000SSSS (for non-district charters) 400000SSSS (for multi-district charter schools) Private Choice format: 14SSSSSSSS (for individual choice schools) 14T##SSSS (for choice school systems) DDDD = 4-digit DPI assigned district code SSSS = 4-digit DPI assigned school code T### = 4-character DPI assigned choice school system code Must be 10 characters exactly Must exist in EPIC for the school specified Direct questions about public school codes to Phil Cranley: phil.cranley@drc.wis.gov Direct questions about choice school and choice school system codes to Duane Form: duane.form@drc.wis.gov
3	Grade Level Placement	2	<ul style="list-style-type: none"> Numeric 03, 04, 05, 06, 07, 08, 10 or 3, 4, 5, 6, 7, or 8 Leading zero not required if 1 digit 	Required (not blank)

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Uploading Multiple Students to eDIRECT (cont.)

3. Click the **Sample File** link to download or display the WISampleStudentFile.csv file.

Notes:

- This file is only a sample of the type of file you will upload to DRC.
- Depending on the browser you are using, a dialog box may display that you can use to open or download the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	District Nu	School Nu	Grade Lev	Student La	Student Fir	Student Mi	Wisconsin	Local Stud	Date of Bth	Gender	Disability S	English Prc	Racial Ethr	Special Sta	
2	3.36E+08	4.36E+08	5	Anderson	Melinda	Renee	1.23E+09	5678	5132005	F	N		7	W	N
3	3.36E+08	4.36E+08	5	Carlson	Ross	Everett	1.35E+09	1234	8222004	M	N		7	W	N
4	3.36E+08	4.36E+08	9	Smith	Jorden	Cole	1.46E+09		10102002	M	N		7	B	N
5	3.36E+08	4.36E+08	9	Malley	Lucy	Lee	1.57E+09		3062003	F	N		7	W	N
6	3.36E+08	4.36E+08	10	Stevens	Cody		1.68E+09		4122000	M	N		7	T	N
7	3.36E+08	4.36E+08	10	Roberts	Rita	M	1.79E+09		11081998	F	N		7	B	N

4. Use the WISampleStudentFile.csv file to create, rename, and save a student file to upload.

Note: Be sure to keep the header column rows in the file you upload.

Uploading Multiple Students to eDIRECT (cont.)

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eDIRECT
Welcome!
Home | Log Off

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

Instructions

* Indicates required fields

Administration: Wisconsin Forward Exam Sp
District: DRC USE ONLY - SAMPLE DI
School: DRC USE ONLY - WI SAMPLE

File: Browse...

Upload

5. After you have created a students file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.

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eDIRECT
Welcome!
Home | Log Off

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

Instructions

* Indicates required fields

Administration: Wisconsin Forward Exam Sp
District: DRC USE ONLY - SAMPLE DI
School: DRC USE ONLY - WI SAMPLE

File: WISampleStudentFile_edit.csv X Browse...

Upload

Uploading Multiple Students to eDIRECT (cont.)

Manage Students

Manage Students | Upload Multiple Students

The [student file](#) has been transferred and is being validated. Please check back later to review the status.

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

[Instructions](#)

* Indicates required fields

Administration: Wisconsin Forward Exam S *
 District: DRC USE ONLY - SAMPLE C *
 School: (All)

File: Browse... *

Upload

6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

Manage Students

Manage Students | Upload Multiple Students

A previously submitted student file failed to upload. Please check the [error report](#) and resolve the errors before resubmitting the file.

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

[Instructions](#)

* Indicates required fields

Administration: Wisconsin Forward Exam S *
 District: DRC USE ONLY - SAMPLE C *
 School: (All)

File: Browse... *

Upload

7. A short time after the file has been validated, you can review its status. If the file contains errors, a message displays indicating that the file failed to upload. You should review the error report and correct any errors. Click the **error report** link to display a file describing the errors.

Uploading Multiple Students to eDIRECT (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	1	1E+09	1E+10	3	1.9E+09	Lughaidh	Cupid	The district or school does not match all district or school records within the uploaded file.								
2	2	1E+09	1E+10	3	2.01E+09	Muirenn	Dike	The district or school does not match all district or school records within the uploaded file.								
3	3	1E+09	1E+10	3	2.79E+09	Fyodorov	Aoide	The district or school does not match all district or school records within the uploaded file.								
4	4	1E+09	1E+10	4	2.12E+09	Ahmoose	Aristocles	The district or school does not match all district or school records within the uploaded file.								
5	5	1E+09	1E+10	4	2.23E+09	Hugo	Aldo	The district or school does not match all district or school records within the uploaded file.								
6	6	1E+09	1E+10	4	2.9E+09	Sigridr	Mubina	The district or school does not match all district or school records within the uploaded file.								
7	7	1E+09	1E+10	5	1.23E+09	Siguror	Cenhelm	The district or school does not match all district or school records within the uploaded file.								
8	8	1E+09	1E+10	5	1.35E+09	Sigridr	Polymnia	The district or school does not match all district or school records within the uploaded file.								
9	9	1E+09	1E+10	6	2.34E+09	Helmo	Chodocha	The district or school does not match all district or school records within the uploaded file.								
10	10	1E+09	1E+10	6	2.46E+09	Amalthea	Brigid	The district or school does not match all district or school records within the uploaded file.								
11	11	1E+09	1E+10	7	2.57E+09	Aebbe	Maia	The district or school does not match all district or school records within the uploaded file.								
12	12	1E+09	1E+10	7	2.68E+09	Fyodorov	Sandu	The district or school does not match all district or school records within the uploaded file.								
13	13	1E+09	1E+10	8	1.46E+09	Porphyrio	Nereus	The district or school does not match all district or school records within the uploaded file.								
14	14	1E+09	1E+10	8	1.57E+09	Sigimund	Koios	The district or school does not match all district or school records within the uploaded file.								
15	15	1E+09	1E+10	10	1.68E+09	Eadwig	Lug	The district or school does not match all district or school records within the uploaded file.								
16	16	1E+09	1E+10	10	1.79E+09	Maxima	Aoide	The district or school does not match all district or school records within the uploaded file.								

8. When you click the **error report** link, an Excel Error_Report file displays indicating the error(s) that occurred. You can view or print this file to help correct the error(s).

After you have edited your upload file, repeat Steps 5–8 until the file uploads without error (see Step 9).

Manage Students

Manage Students Upload Multiple Students

⚠ Uploading a new file will discard the previous student file and error report that are available from the below links.

✓ The **student file** has been accepted, all records free of errors have been uploaded. Please check the **error report** and resolve any errors that may exist before resubmitting the file.

📄 Download the **File Layout** (PDF document) and a **Sample File** (CSV Text File).

📖 Instructions

** Indicates required fields*

Administration: Wisconsin Forward Exam S *

District: DRC USE ONLY - SAMPLE C *

School: (All)

File: Browse...*

Upload

9. If the file uploads without error, a message displays indicating that the upload process was successful. You can click the **error report** link to review the error report and verify the status of the upload.

Note: If you upload another student file, the new file will overwrite the current version that is uploaded.

The Test Sessions Option

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The window displays the status of the session—Not Started, In Progress, or Completed.

Status Description

Not Started* The test session has not started.

In Progress The test session is in progress.

Completed** The test session is finished. The start time, end time, and length of the test session are also displayed.

*A status of *Not Started* means that no student in the session has started the test.

**A status of *Completed* means that all of the students in the session have completed the test.

Select **Test Sessions** from the Test Setup menu to display the Test Sessions page.

The screenshot shows the 'Test Sessions' page in the DRC Corporation system. The page has a dark blue header with the DRC logo and 'A Partner For Excellence'. On the left is a navigation menu with 'Test Sessions' highlighted. The main content area has a search form with the following fields: Administration (Wisconsin Forward Exam Sp), District (DRC USE ONLY - SAMPLE DI), School ((All)), Last Name, First Name, and State Student ID. Below the search form are 'Show Sessions' and 'Print All Tickets' buttons. A 'Sessions' tab is active, showing a table of test sessions. The table has columns for Session Name, Assessment, Status, Begin Date, and End Date. The table contains several rows of test sessions, all with a status of 'Not Started'. A callout box points to the 'Test Sessions' link in the left-hand navigation menu.

Session Name	Assessment	Status	Begin Date	End Date
Student's Session	Item-checklist	Not Started	1/13/2016	1/13/2017
Student's Session	Item-checklist	Not Started	1/8/2016	1/8/2017
Student's Session	Item-checklist	Not Started	1/5/2016	1/5/2017
Grade 8 Social Studies	Grade 8 Social Studies	Not Started	1/22/2016	1/22/2017

To view the status of test sessions, click on the **Test Sessions** link from the Test Setup menu, enter your search criteria, and click **Show Sessions**. The Test Sessions window displays.

Adding a Test Session

If you want to place students into smaller test sessions, or you need to add a new test session, you can add your own test sessions.

Note: To move students from a large test session to a smaller test session, you'll must first remove the student from the large test session.

To add a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select a district and school (required).
2. Scroll to the bottom of the page and click the **Add Session** button.
3. The Add Test Session window displays. Enter the required information (indicated by an asterisk [*] next to the field). The Session Name should be descriptive. For example, you might name the session by teacher name and classroom period.

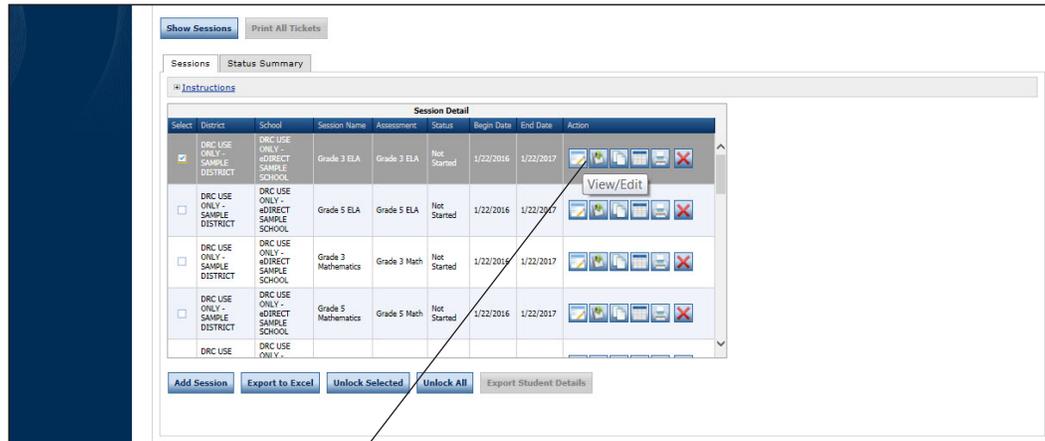
Note: The Mode, Begin Date, and End Date fields are greyed out because you cannot edit these fields.

Adding a Test Session (cont.)

- 4.** Enter any other student search criteria and click **Find Students**.
- 5.** Select a student from the Available Students list. To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.
- 7.** Use the **Add Selected** () , **Remove Selected** () , **Add All** () , and **Remove All** () icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
- 8.** Click **Save** or **Save & Add Another** (see “Adding Students to a Test Session” on page 38).

Adding New Students to an Existing Test Session

Students uploaded into eDIRECT by DPI (public non-Choice schools) will automatically be placed in a single test session per school/content area/grade.



To add one or more new students (students that are not already in eDIRECT) to an existing test session, do the following:

1. Select an existing test session for the student's grade level.
2. Double-click the **View/Edit** icon ().

3. When the Edit Test Session window displays, click **New Student**.

The screenshot shows the 'Edit Test Session' window. It has a title bar 'Edit Test Session' and a subtitle 'Testing Window: 01/22/2016 - 01/22/2017'. Below that is 'Eligible Grades: 03'. There is a section for 'Instructions' and a note '* Indicates required fields'. The form has fields for Session Name (Grade 3 ELA), Content Area (ELA), Assessment (Grade 3 ELA), Mode (Online), Begin Date (1/22/2016), and End Date (1/22/2017). There is a section for 'Search for Available Students' with fields for Student Last Name, Student First Name, State Student ID, and Grade (03). There is an 'Accommodation' dropdown menu. Below the search fields are buttons for 'Find Students', 'New Student', and 'Clear'. There are two panes: 'Available Students' and 'Students in Session'. The 'Students in Session' pane lists three students: Anderson, Sally (5354567890), Carlson, Sean (9965678902), and Smith, Simon (3696789023). There are double-click icons for each student in the 'Students in Session' pane. At the bottom are 'Save' and 'Cancel' buttons.

Adding New Students to an Existing Test Session (cont.)

Add Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Administration: Wisconsin Forward Exam Spring * District: DRC USE ONLY - SAMPLE DIST * School: DRC USE ONLY - eDIRECT SA *

Date of Birth * Grade: 03 * Gender: (Select) * Race/Ethnicity: (Select) * Local Student ID

District Of Accountability School Of Accountability

Save Cancel

4. The Add Student window displays. Enter the student's information into the fields on the Student Detail tab.
5. Click **Save**. The student you added is automatically placed in the Students in Session list for that test session.

6. Click **Save** again when the Edit Test Session window re-displays.

Edit Test Session

Testing Window: 01/22/2016 - 01/22/2017

Eligible Grades: 03

[Instructions](#)

* Indicates required fields

Session Name: Grade 3 ELA * Content Area: ELA * Assessment: Grade 3 ELA *

Mode: Online * Begin Date: 1/22/2016 End Date: 1/22/2017

Search for Available Students

Student Last Name Student First Name State Student ID Grade: 03

Accommodation: (All)

Find Students New Student Clear

Available Students: [Empty list]

Students in Session: Anderson, Sally (5354567890), Carlson, Sean (9965678902), Smith, Simon (3696789023)

Double-click to edit Student Double-click to edit Student

Save Cancel

Adding New Students to an Existing Test Session (cont.)

You also must add the student to the other tests sessions for any other content areas for which they will test.

The screenshot shows the 'Edit Test Session' window. At the top, it displays the testing window dates: 'Testing Window: 10/16/2015 - 10/16/2016'. Below this is an 'Instructions' section. The main form contains several fields: 'Session Name' (SAMPLE, TEACHER), 'Content Area' (English Language Arts), 'Assessment' (American Literature and...), 'Mode' (Online), 'Begin Date' (10/16/2015), and 'End Date' (10/16/2016). A search section for available students includes fields for 'Student Last Name', 'Student First Name', 'GTID', and 'Grade'. Below the search fields are buttons for 'Find Students', 'New Student', and 'Clear'. The 'Available Students' list is currently empty. The 'Students in Session' list contains three entries: 'AVERY, ANDERSON (1122334455)', 'BARRY, BAGGERTY (2233445566)', and 'CAMILLE, COOPER (3344556677)'. Navigation arrows are visible between the two lists. At the bottom, there are 'Save' and 'Cancel' buttons.

To add one or more new students (students that are not already in eDIRECT) to an existing test session, do the following::

1. Select an existing test session for the student's grade level.
2. Double-click the **View/Edit** icon () and click **Find Students**. The student's name displays under Available Status.
3. Click on the student's name to highlight it and click the **Add Selected** icon () to move the student to the Students in Session column.
4. Click **Save**. After the student is added, you can print a test ticket for the student.

Exporting a Test Session

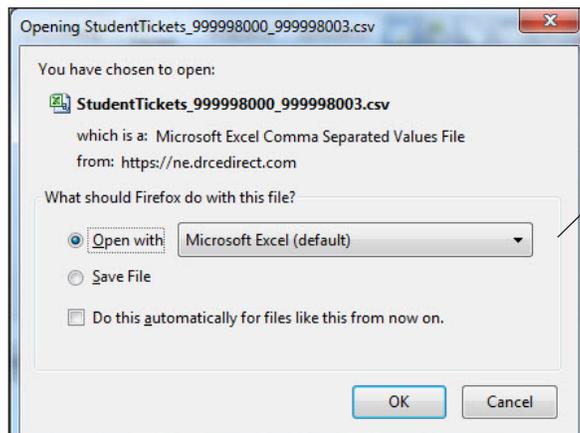
You can export the details of a test session as an Excel file (.xls) to save, view, edit, or print in a spreadsheet.

Sessions		Status Summary						
Instructions								
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	Sample District	Sample School	SAMPLE, TEACHER	American Literature and Composition	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	RojaBiology	Biology	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	SAMPLE, upload	American Literature and Composition	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	RojaTestSession	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	RojaTest	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	RojaMATHSession	Geometry	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	RojaMaskingAcc	Biology	Not Started	10/16/2015	10/16/2016	       
<input type="checkbox"/>	Sample District	Sample School	TestHistory	United States History	Not Started	10/16/2015	10/16/2016	       

To export a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click **Show Sessions**.
3. Click the **Export Details** icon () in the Action column for the test session that you want to export. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

Note: Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.



Viewing and Exporting Test Session Status Details

The test session status display provides the following information: each student's test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

Sessions | Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	Sample District	Sample School	SAMPLE_TEACHER	American Literature and Composition	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaBiology	Biology	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	SAMPLE_upload	American Literature and Composition	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaTestSessio	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaTest	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaMathSessio	Geometry	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaMaskingAcc	Biology	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	TestHistory	United States History	Not Started	10/16/2015	10/16/2016	

To view or export the status of a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click **Show Sessions**.
3. Click the **Edit/Print Ticket Status** icon () in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.

Testing Status

Instructions

Last Name:

Status:

Status By Module:

Testing Status - SAMPLE, TEACHER (American Literature and Composition - American Literature - Section 1)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	AVERY	ANDERSON	AAVERY1	LIST3529	Not Started			
<input type="checkbox"/>	BARRY	BAGGERTY	BBARRY1	SEAT3875	Not Started			
<input type="checkbox"/>	CAMILLE	COOPER	CCAMILLE1	BELL8499	Not Started			

You can search for students on the Testing Status window by Last Name, Status, or Status by Module.

Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

Viewing and Exporting Test Session Status Details (cont.)

Sessions | Status Summary

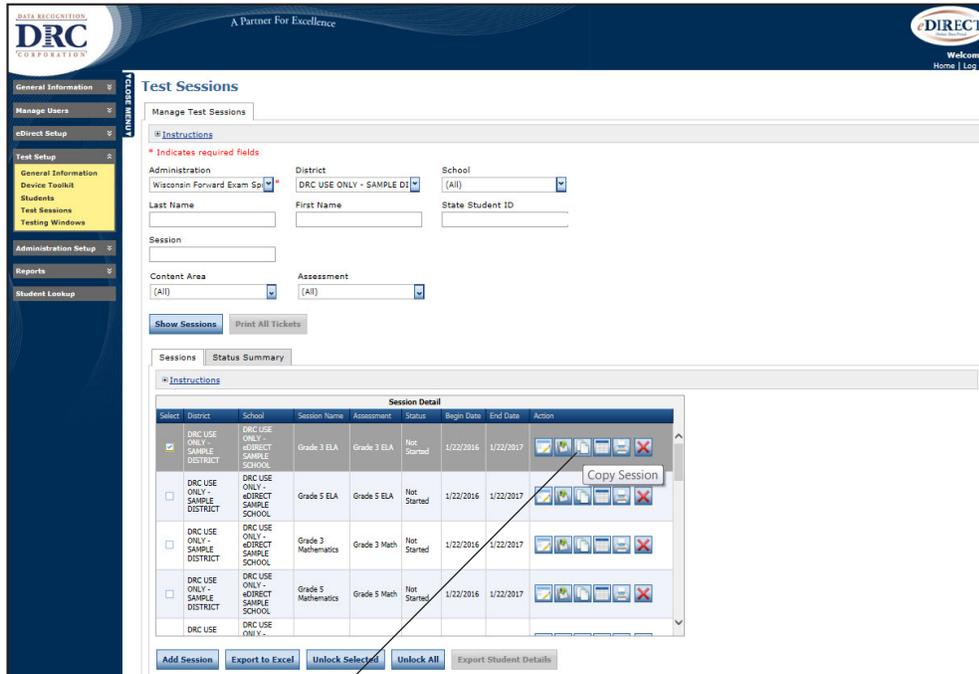
[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	Sample District	Sample School	SAMPLE, TEACHER	American Literature and Composition	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaBiology	Biology	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	SAMPLE, upload	American Literature and Composition	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaTestSession	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaTest	Economics/Bus Enterprise	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaMathSessio	Geometry	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	RojaMaskingAcc	Biology	Not Started	10/16/2015	10/16/2016	
<input type="checkbox"/>	Sample District	Sample School	TestHistory	United States History	Not Started	10/16/2015	10/16/2016	

4. To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.

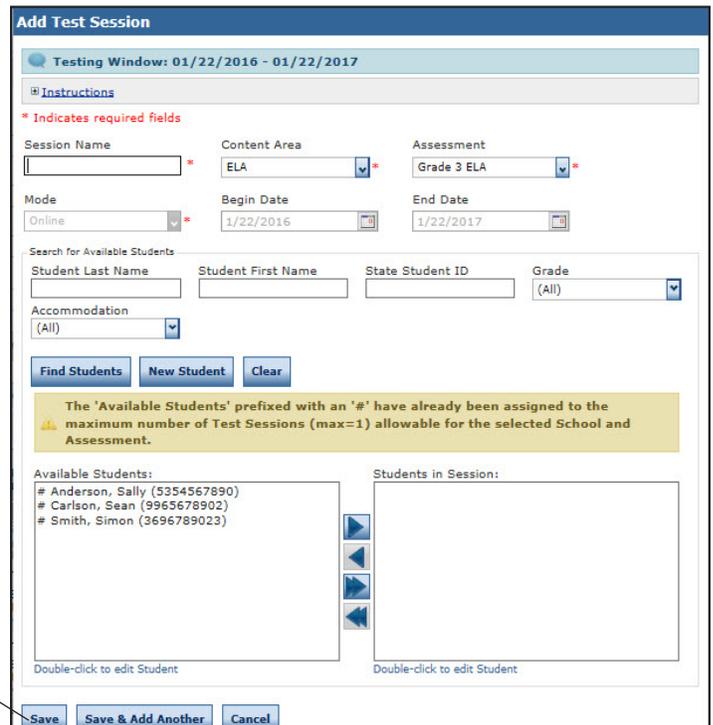
Copying a Test Session

You can use an existing test session as a template to create a new test session. For example, assume that the students in a class originally were going to perform ELA testing. Now, they are going to perform math testing. You can make a copy of the ELA test session and edit it to create the new math test session.



To copy a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and enter your search criteria.
2. Click **Show Sessions** to display the Testing Status window.
3. Double-click the **Copy Session** icon () in the Action column for the test session that you want to copy.
4. When the Add Test Session window displays, enter the appropriate edits for your new test session and click **Save** to save your changes, **Save & Add Another** to save your changes and add another test session, or **Cancel** to cancel your changes.



Printing Test Tickets and Rosters

You can print test tickets for the students in a test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets. You must have a student test ticket for each section of the test: three tickets per ELA assessment and two tickets for Mathematics, Science, and Social Studies assessments.

- To print test tickets for the students in a test session, do the following:
1. Click the **Test Sessions** link from the Test Setup menu. when the Test Sessions page displays, select your search criteria.
 2. Click **Show Sessions**. From the Sessions tab you can print all of the tickets in the test session or selected tickets.

Test Sessions

Manage Test Sessions

[Instructions](#)

* Indicates required fields

Administration: Wisconsin Forward Exam Sp*

District: DRC USE ONLY - SAMPLE D1

School: (All)

Last Name: [] First Name: [] State Student ID: []

Session: []

Content Area: (All) Assessment: (All)

Show Sessions **Print All Tickets**

Sessions | Status Summary

[Instructions](#)

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 3 ELA	Grade 3 ELA	Not Started	1/22/2016	1/22/2017	[Print] [Export] [Refresh] [Lock] [Unlock] [Delete]
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 5 ELA	Grade 5 ELA	Not Started	1/22/2016	1/22/2017	[Print] [Export] [Refresh] [Lock] [Unlock] [Delete]
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 3 Mathematics	Grade 3 Math	Not Started	1/22/2016	1/22/2017	[Print] [Export] [Refresh] [Lock] [Unlock] [Delete]
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 5 Mathematics	Grade 5 Math	Not Started	1/22/2016	1/22/2017	[Print] [Export] [Refresh] [Lock] [Unlock] [Delete]
	DRC USE ONLY -							[Print] [Export] [Refresh] [Lock] [Unlock] [Delete]

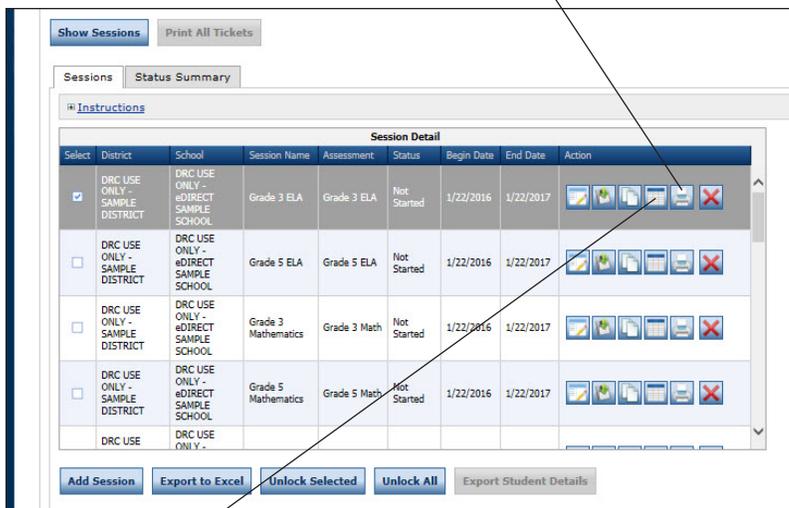
Add Session **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**

Printing Test Tickets and Rosters (cont.)

- 3.** To print all of the tickets for the test, session, click the **Print All Tickets** icon () in the Action column for the test session for which you want to print tickets.

Note: A set of tickets will print for each part of the test.

A Portable Document Format (.pdf) version of the Student Test Session Ticket displays that you can view, save, and print.

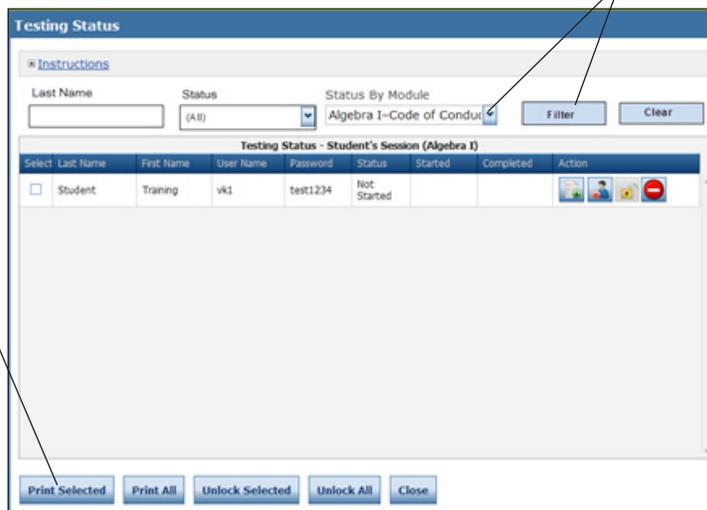


- 4.** To print selected test tickets, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want. The Testing Status window displays.

In the Testing Status window, select one or more students by clicking the checkbox next to their name in the Select column. Then, click **Print Selected**.

Note: You can search for students on the Testing Status window by Last Name, Status, or Status by Module.

To search, enter your search criteria or select from the drop-down menus. Then, click **Filter** to display the results or **Clear** to clear your selections.



■ Unlocking a Student's Test Ticket

Occasionally, students click the green **Begin the Test** button at the end of the test directions before the Proctor tells them to do so. Afterwards, many students accidentally end their test. After a test is ended, the student cannot log back into the test. In certain circumstances, a DAC may unlock a test.

⚠ Important: A student test with a status of Completed may be unlocked (reopened) by the DAC if all three of the following conditions are met:

1. When the DAC hovers the mouse over the Completed status in eDIRECT on the Test Sessions tab of the Edit Student window (see below), the number of items the student attempted displays.
2. The number of items the student attempted is **two or less**.
3. The duration of the test is **two minutes or less**.

Edit Student

Instructions

* Indicates required fields

Last Name: Student * First Name: Training * Middle Initial: State Student ID: 1234567890 *

Student Detail Accommodations Demographics Testing Codes **Test Sessions**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - OTT SAMPLE SCHOOL	Student's Session	Calc / Non-Calc Sections	Not Started			[Icons]
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - OTT SAMPLE SCHOOL	Student's Session	Item Type Checklist	Completed	01/13/2016 12:59 PM CT	01/13/2016 01:08 PM CT	[Icons]

Save Cancel

Unlocking a Student's Test Ticket (cont.)

DACs have been granted the eDIRECT **Test Tickets–Unlock** permission to unlock test tickets. This permission allows an eDIRECT user to re-open a test session for a student who was locked out before completing the session. The student is able to log in to the session using the same test ticket.

To unlock a test ticket, do the following:

1. Click the **Students** link from the Test Setup menu.
2. From the Manage Students page, enter the student's State Student ID in the State Student ID field.

The screenshot shows the 'Manage Students' page in the eDIRECT system. The page has a dark blue header with the DRC logo and 'A Partner For Excellence' tagline. On the left is a navigation menu with 'Students' highlighted under 'Test Setup'. The main content area has a 'Manage Students' tab and a search form. The form includes a 'State Student ID' field with the value '9876543210' entered. Below the form are 'Find Students' and 'Clear' buttons. A table below the form lists students with columns for Last Name, First Name, State Student ID, Local Student ID, Date of Birth, Grade, and Action. The 'Action' column contains a 'View/Edit' icon for each student.

Last Name	First Name	State Student ID	Local Student ID	Date of Birth	Grade	Action
B	Krish	1234567890	9876543210	1/1/2004	06	
B	Krish	1234567890	9876543210	1/1/2004	06	
B	Krish	1234567890	9876543210	1/1/2004	06	
B	Krish	1234567890	9876543210	1/1/2004	06	
B	Krish	1234567890	9876543210	1/1/2004	06	
B	Krishna	1234567890	9876543210	1/1/2004	06	
B	Krishna	1234567890	9876543210	1/1/2004	06	
Bhan	Krish	1234567890	9876543210	1/1/2004	06	

3. Click the **Find Students** button.
4. When the student list displays, select the student by clicking the **View/Edit** icon ().

Unlocking a Student's Test Ticket (cont.)

5. From the Edit Student page, select the Test Sessions tab and click the **Unlock** icon (🔓) for the test session that needs to be unlocked.

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial State Student ID *

Student Detail Accommodations Demographics Testing Codes **Test Sessions**

Student Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - WI SAMPLE SCHOOL	Student's Session	Calc / Non-Calc Sections	Not Started			
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - WI SAMPLE SCHOOL	Student's Session	Item Type Checklist	In Progress	01/06/2016 01:40 PM CT		

Confirm Unlock

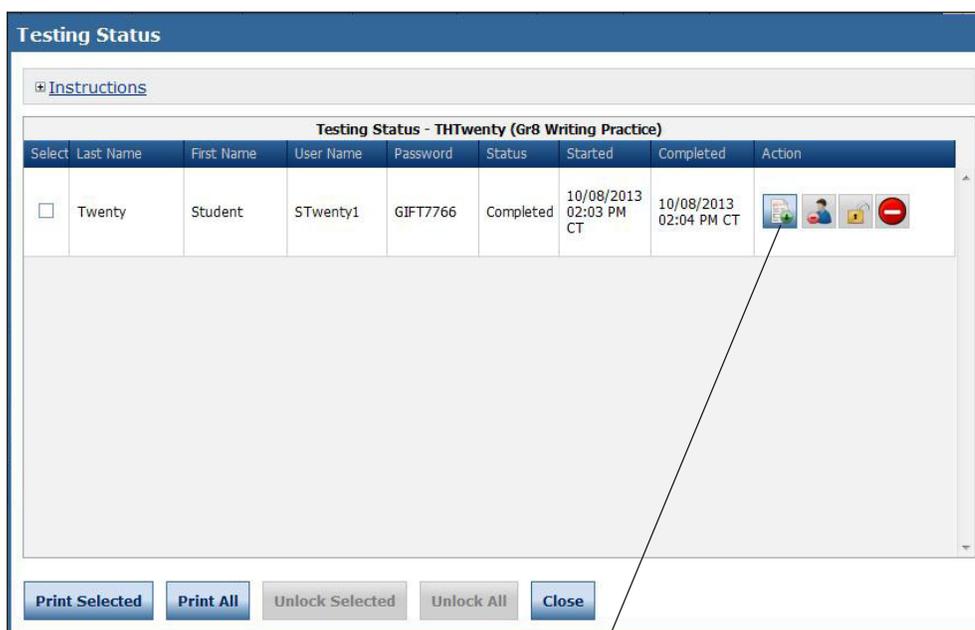
You have requested to unlock Krish B's ticket for Calc / Non-Calc Sections. Are you sure?

6. The confirm Unlock dialog box displays. Click **Unlock** to unlock the session or **Cancel** to cancel the process.

Regenerating a Student's Test Ticket

~~You must regenerate a test ticket for a student if the student should have an online accommodation and began the test without one.~~ Within eDIRECT you can regenerate a test tickets from the Testing Status window or the Edit Student window. Assign the accommodation, regenerate the test ticket, and confirm that the online accommodation appears on the student's test ticket.

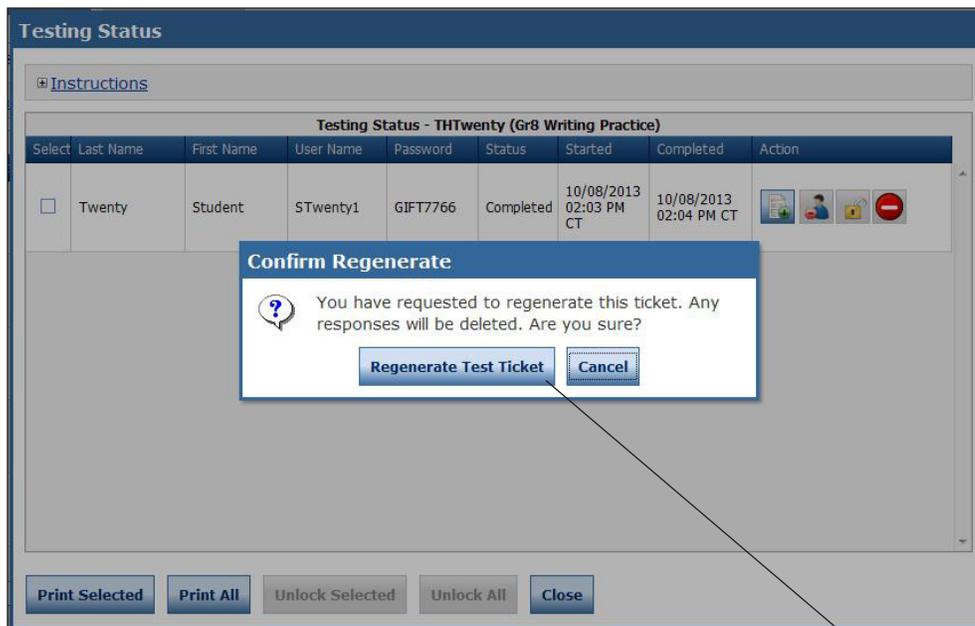
Note: Regenerating a student's test ticket deletes the student's previous responses.



To regenerate a student's test ticket from the **Testing Status** window, do the following:

1. Click on the **Test Sessions** link from the Test Setup menu and enter your search criteria.
2. Click the **Show Sessions** button.
3. Click the **Edit/Print Ticket Status** icon () in the Action column for the student's test session.
4. The Testing Status window displays. Click the **Regenerate** icon () for the student whose test ticket you want to regenerate.

Regenerating a Student's Test Ticket (cont.)



5. When the Confirm Regenerate dialog box displays, click **Regenerate Test Ticket** to regenerate the student's test ticket or **Cancel** to cancel the process.

Regenerating a Student's Test Ticket (cont.)

Edit Student

Instructions

* Indicates required fields

Last Name: SAMPLE * First Name: STUDENT * Middle Initial: NSSRS ID: 111111111 *

Student Detail | Accommodations | Demographics | Testing Codes | Test Sessions

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 Writing Practice	Gr 8 Writing Practice	Not Started			

Save Cancel

To regenerate a student's test ticket from the **Edit Student** window, do the following:

1. Click on the **Students** link from the Test Setup menu, enter your search criteria on the Manage Students window, and click **Find Students**.
2. Click the **View/Edit** () icon for the student.
3. The Edit Student window displays. Click the **Regenerate** icon () for the student whose test ticket you want to regenerate.

Regenerating a Student's Test Ticket (cont.)

The screenshot shows the 'Edit Student' interface. At the top, there are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Student Detail' tab is active, displaying a form with fields for 'Last Name' (SAMPLE), 'First Name' (STUDENT), 'Middle Initial', and 'NSSRS ID' (111111111). A red asterisk indicates required fields. Below the form is a 'Student Session Detail' table with columns for District, School, Session, Start Date, End Date, and Action. A 'Confirm Regenerate' dialog box is overlaid on the table, containing the text: 'You have requested to regenerate this ticket. Any responses will be deleted. Are you sure?' and two buttons: 'Regenerate Test Ticket' and 'Cancel'. A line from the 'Regenerate Test Ticket' button points to the instruction box below.

4. When the Confirm Regenerate dialog box displays, click **Regenerate Test Ticket** to regenerate the student's test ticket or **Cancel** to cancel the process.

■ Transferring Students

□ Transferring Students Within a District

Within eDIRECT, a DAC can transfer students between schools within a district. A DAC must contact the WI Help Desk to transfer students between districts.

To transfer a student within a district, the DAC does the following:

1. In eDIRECT, select **Test Setup–Students**, enter search criteria, and click **Find Students** to search for the student.
2. From the student list that displays, select the **View/Edit** icon () in the Action column.
3. From the Edit Student window that displays, select the **Test Sessions** tab.
4. Remove the student from any test sessions that have a status of **Not Started** (see "Adding a Test Session" on page 24 for instructions on removing a student from a test session).
5. Return to the Edit Student window.

Hint: You can double-click on the student's name in the Edit Test Session window.

6. Select the **Student Detail** tab and choose the new school from the **School** drop-down menu.
7. Save the changes by clicking **Save** at the bottom of the Edit Student window.

□ Transferring Students Between Districts

All of the student information (including tests that have already been completed and assigned accommodations) will move with the student to the new school. The student will need to be placed in test sessions for any tests that are not started at the new school.

To transfer a student from one district to another, the DAC from the receiving district should contact the WI Help Desk at 800-459-6530 with the following information about the student:

- State Student ID
- Grade
- Receiving District
- Receiving School

All student information (including tests that have already been completed and assigned accommodations) will move with the student to the new district and school. The student will need to be placed in test sessions for any tests not started in the new school.

Note: Options are available for transferring ten students or more at a time. Please contact the WI Help Desk at 800-459-6530 for more information.

Reports Menu



The Reports Menu

From the Reports menu, eDIRECT users can access status reports. You can hover your mouse over a completed test to display information about the student testing, such as number of questions attempted.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	109784	test1234	Not Started			
<input type="checkbox"/>	Student	Training	1097844	test1234	In Progress	01/20/2016 02:41 PM CT		
<input type="checkbox"/>	Student	Training	1097842	test1234	In Progress	02/17/2016 11:02 AM CT		
<input type="checkbox"/>	Student	Training	1097841	test1234	In Progress	01/20/2016 02:49 PM CT		
<input type="checkbox"/>	Student	Training	1097843	test1234	Completed	02/18/2016 03:16 PM CT	02/18/2016 03:16 PM CT	

1. Select **Status Reports** from the Reports menu to display status reports that track testing activity for a test administration in a particular district and school.

2. Hover your mouse over a completed test to see the date and time the test was started and completed, as well as the number of questions the student attempted to answer out of the total number of questions.

Status Reports

eDIRECT users can use its status reports to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day.

Note: The Daily Cumulative Student Status Report is updated in real time.

Status Reports

* Indicates required fields

Administration: Wisconsin Forward Exam S * District: (All) School: (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	

To display a status report, select **Status Reports** from the Reports menu and click on the **Action** icon () next to the report you want to display.

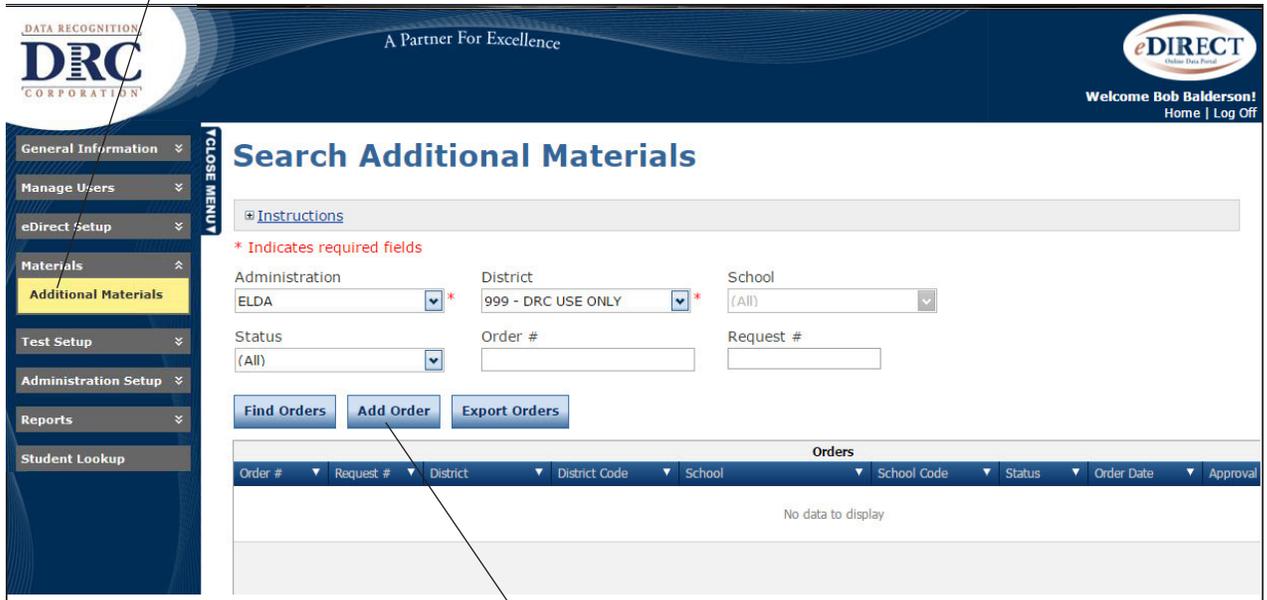
Materials Menu



Additional Materials

Use the Additional Materials option to order printed Braille materials. The District Assessment Coordinator (DAC) should request printed Braille materials through eDIRECT.

1. To order printed Braille materials, select **Additional Materials** from the Materials menu. The Search Additional Materials window displays.



2. To place a new order, select an Administration and District, and click **Add Order**.

Additional Materials (cont.)

Client Entry

[Instructions](#)

Administration: Wisconsin Forward Exam Spring 2 | District: DRC USE ONLY - SAMPLE DISTRICT - | School:

Additional Materials Entry | Notes

Additional Materials Description	Request Qty	Shipping Qty
Grade 3 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 4 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 5 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 6 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 7 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 8 Braille Test Booklets	<input type="text"/>	<input type="text"/>
Grade 10 Braille Test Booklet	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Submit | **Add Items** | **Cancel**

3. In the order tables, enter material counts for the printed Braille materials the district requires.

Client Entry

[Instructions](#)

Administration: ELDA | District: 999 - DRC USE ONLY | School:

Additional Materials Entry | **Notes**

Note ID	Description	Date Entered	Action
No data to display			

Add Note | **Cancel**

4. Select the **Notes** tab and click **Add Note** to add a note indicating the date on which you intend to begin Braille Testing.

Note: If you click **Cancel**, you will return to the Search Additional Materials window.

Additional Materials (cont.)

- 5. To add a note, enter your user initials, a short description and a long description, and click **Save** (or **Cancel**) to return to the Notes tab.
- 6. From the Notes tab, click **Add Note** to return to the Additional Materials Entry window.

Add Note

[Instructions](#)

User Initials *

Short Description *

Long Description *

Client Entry

[Instructions](#)

Administration District School

Additional Materials Entry **Notes**

Additional Materials Description	Request Qty	Shipping Qty
Grade 3 Braille Test Booklets	<input type="text"/>	
Grade 4 Braille Test Booklets	<input type="text"/>	
Grade 5 Braille Test Booklets	<input type="text"/>	
Grade 6 Braille Test Booklets	<input type="text"/>	
Grade 7 Braille Test Booklets	<input type="text"/>	
Grade 8 Braille Test Booklets	<input type="text"/>	
Grade 10 Braille Test Booklet	<input type="text"/>	

- 7. When you are finished, click **Submit** to submit the order or **Cancel** to cancel the process.

Additional Materials (cont.)

DATA RECOGNITION
DRC
CORPORATION

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DIRECT
Global View Direct

Welcome Bob Balderson!
Home | Log Off

Search Additional Materials

[Instructions](#)

* Indicates required fields

Administration: *
 District: *
 School:
 Status:
 Order #:
 Request #:

Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action
	17616	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		
	17615	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		

- 8.** To edit or delete an existing order, select an Administration and click **Find Orders**. In the Action column, click the **View/Edit** icon () to display an order or the **Delete** icon () to delete an order. You can only update orders that have a status of Submitted. If the order status is Under Review, Pending, or Completed, you must place a new order.

Note: If you need to update an order after it has a status of Under Review, Pending, or Completed, please contact DRC Customer Service at WIHelpDesk@datarecognitioncorp.com or 1-800-459-6530.

Notes



Data Recognition Corporation (DRC)

13490 Bass Lake Road

Maple Grove, MN 55311

Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530

Website: <https://wi.drcedirect.com>

Email: WIHelpDesk@datarecognitioncorp.com

Revision Date: March 9, 2016